

United States Department of Agriculture



Natural Resources Conservation Service
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"A Partner in Conservation Since 1935"

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Transmitted via Email

April 1, 2005

MINNESOTA BULLETIN NO. 300-5-34

SUBJECT: CSP – REPORTING CSP ACTIVITIES

Purpose. This bulletin provides instructions to those field staff involved with Conservation Service Program (CSP) watersheds to report their sign-up activities.

Expiration Date. June 30, 2005

Action Required as Noted

Each Minnesota CSP Watershed Coordinator is responsible to gather the information required in this bulletin and provide a weekly update on CSP work activities on the attached spreadsheet.

Included with the spreadsheet you will find instructions on accessing and using the 2005 Weekly CSP Activity report. The spreadsheet was developed to help manage and monitor the CSP sign-up process. It is intended to require a minimum amount of time by field staff. The summarized watershed information will be prepared by each watershed coordinator and submitted by Close of Business (COB) on Thursday of each week throughout the sign-up period.

For the first report National Headquarters (NHQ) is asking for a summary of all contacts prior to the beginning of the sign-up, so include in your first week's estimate your total workshop attendance, office contacts and interviews that occurred prior to March 28.

The first reporting date for Minnesota will be COB next Thursday April 7. In that report you will also need to complete your estimate for the first week of sign-up ending Thursday March 31. Keep all these numbers to rough estimates, not exact counts – NHQ will eventually be getting the exact numbers on contracts from ProTracts data.

As you complete these reports forward them on a weekly basis via e-mail to Tiffany.Atkins@usda.gov with a copy to Leah Duzy in the state office.

WILLIAM HUNT
State Conservationist

Attachments

DIST: ASTC (FO) in CSP Watersheds
CSP Watershed Coordinators
DCs in the CSP Watersheds